



Development Administrator

The primary responsibility of the Development Administrator is to manage logistical and administrative functions within the Development department. The Development Administrator reports to the Development Manager and is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies & Procedures Manual. Specific duties include the following:

- Support the Development department through data management and effective coordination of processes across multiple databases and software platforms.
- Assess and recommend the appropriate formal written communication(s) based on specific circumstances of donations.
- Write and submit thank you letters, donor acknowledgements, and other correspondence for approval by the Development Manager.
- Gather and input data, run queries, analyze and interpret reports, and provide requested information to the Donor Relations Manager and/or Development Manager.
- Work with Finance & Administration staff to ensure the integrity of data entry and effectiveness of reports relevant to the Development department.
- Manage Mailchimp or other similar system to sync mailing lists from Salesforce and ensure that appropriate streams of communication are carried out.
- Coordinate and complete a variety of logistical tasks for events including correspondence, RSVP's, seating, supplies, nametags, and other printed materials. Follow up with donors/attendees as requested to gather needed details, confirm logistical information, provide friendly reminders, or answer general questions.
- Oversee and coordinate logistics and organizational management of the event platform including but not limited to the online auction, guest seating, and post event follow ups.
- Collaborate with the Development team on all event day activities, including set-up and tear-down.
- Work with the Development Manager and CFO on fund reporting and reconciliations.
- Evaluate internal development-related procedures and system processes to identify opportunities for continuous improvement in efficiency, effectiveness, and system integration.
- Complete special projects as needed to support the efforts of the Development department.

Status: Exempt from Overtime

Minimum Qualifications:

This position requires a bachelor's degree or equivalent and at least three (3) years of relevant non-profit experience. The incumbent must possess the appropriate level of computer knowledge and/or have the willingness and ability to learn the necessary skills to successfully carry out the responsibilities of the position. Experience with Salesforce and/or fundraising software is preferred.

Physical Demands of the Job:

The job of Development Administrator requires manual dexterity and the ability to: see, hear, speak, sit comfortably at a desk, walk, stand, balance, and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.